

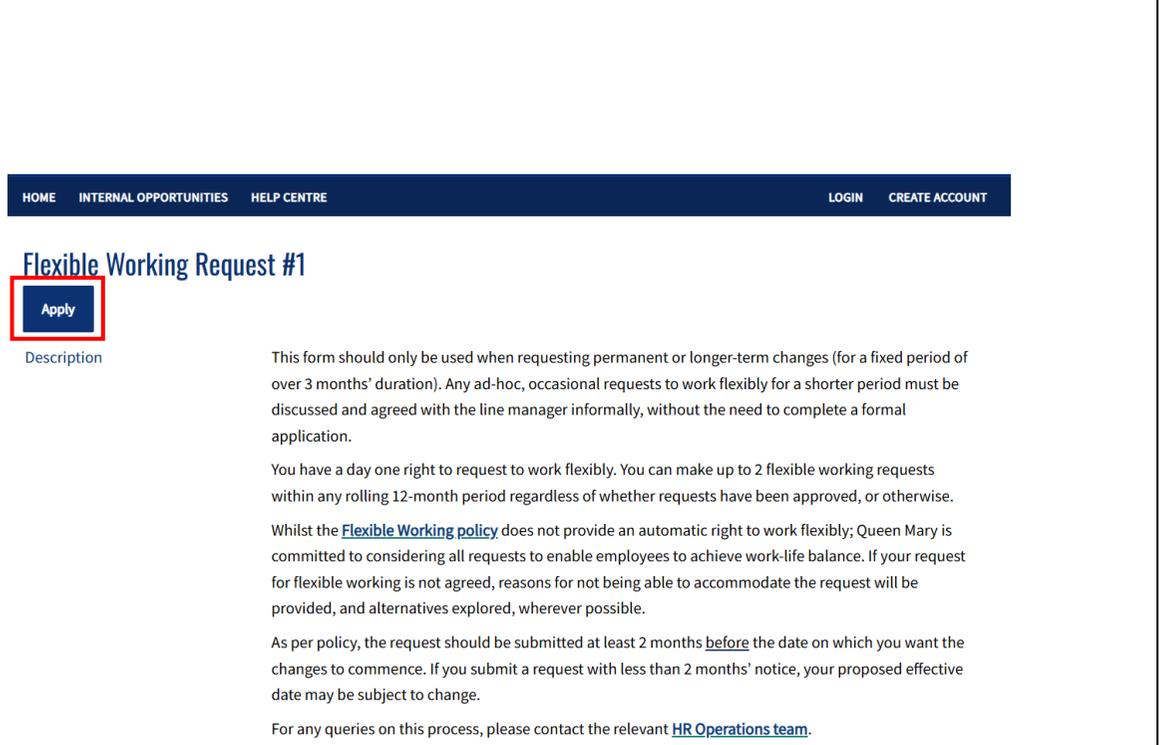
## Submitting a Flexible Working Request - Employee Oleo User Guide

This guide will show you how to:

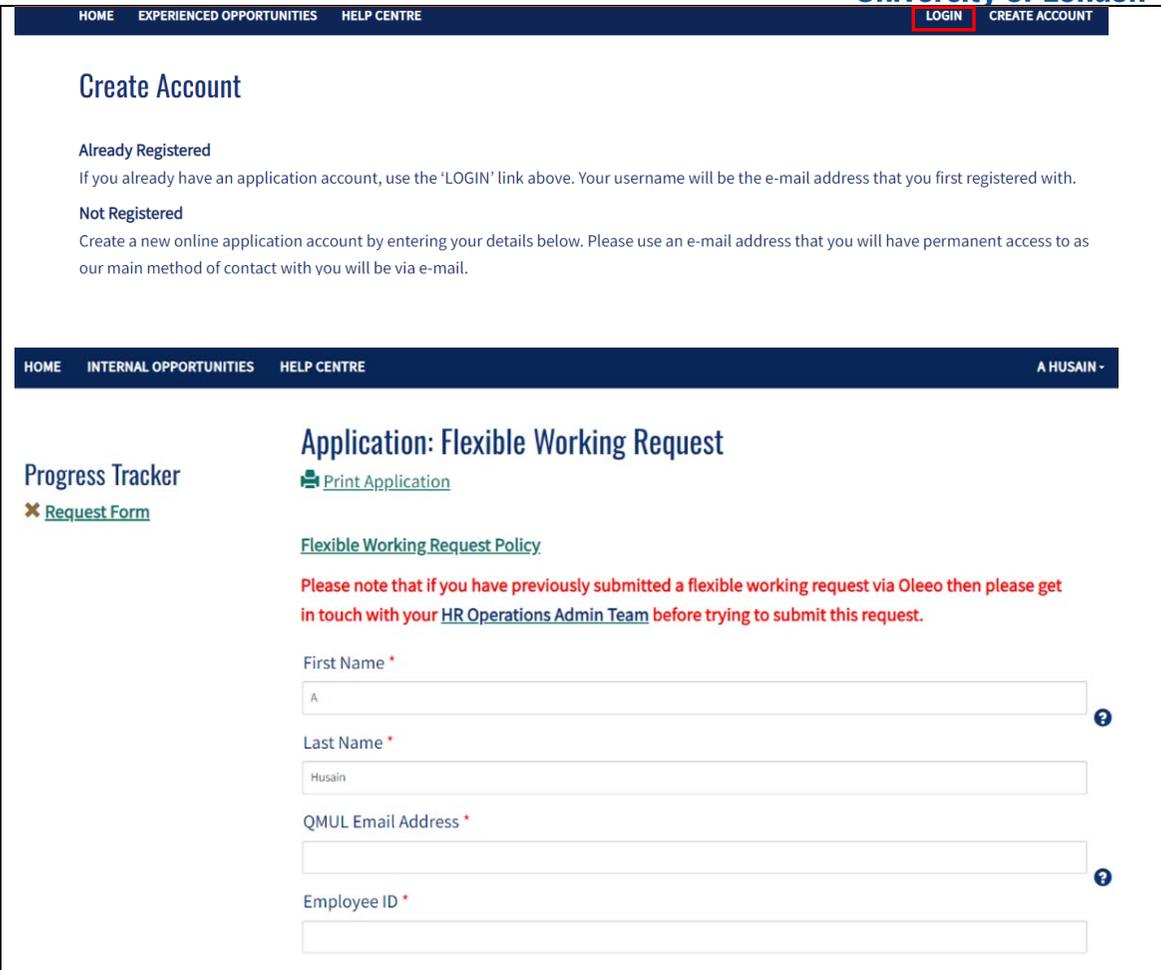
- Submit a Flexible Working Request.
- [Access your submitted application and view the status of your request in your application portal.](#)

As per policy, you can request a **maximum of two** Flexible Working Requests within a rolling twelve-month period. Therefore choose one of the two options of Flexible Working Request forms as appropriate. These forms are directly linked to our application tracking system Oleo.

If you have already submitted a Flexible Working Request within the past twelve months via either or both of these forms and are unable to proceed with your application, then please contact the relevant [HR Operations Team](#).

STEP	EXAMPLE
<ol style="list-style-type: none"> <li>1) Access the Flexible Working Request forms on the <a href="#">HR website</a>.</li> <li>2) Click the relevant link on the Flexible Working page (either Flexible Working Request 1 or Flexible Working Request 2).</li> <li>3) Once selected, you will be taken to another screen, click “<b>Apply</b>”.</li> </ol>	 <p>The screenshot shows a navigation bar with 'HOME', 'INTERNAL OPPORTUNITIES', and 'HELP CENTRE' on the left, and 'LOGIN' and 'CREATE ACCOUNT' on the right. Below this is the heading 'Flexible Working Request #1'. A blue 'Apply' button is highlighted with a red rectangular box. Underneath the button is a 'Description' section containing the following text:</p> <p>This form should only be used when requesting permanent or longer-term changes (for a fixed period of over 3 months' duration). Any ad-hoc, occasional requests to work flexibly for a shorter period must be discussed and agreed with the line manager informally, without the need to complete a formal application.</p> <p>You have a day one right to request to work flexibly. You can make up to 2 flexible working requests within any rolling 12-month period regardless of whether requests have been approved, or otherwise.</p> <p>Whilst the <a href="#">Flexible Working policy</a> does not provide an automatic right to work flexibly; Queen Mary is committed to considering all requests to enable employees to achieve work-life balance. If your request for flexible working is not agreed, reasons for not being able to accommodate the request will be provided, and alternatives explored, wherever possible.</p> <p>As per policy, the request should be submitted at least 2 months <u>before</u> the date on which you want the changes to commence. If you submit a request with less than 2 months' notice, your proposed effective date may be subject to change.</p> <p>For any queries on this process, please contact the relevant <a href="#">HR Operations team</a>.</p>

- 4) On the “[Create Account](#)” page:
- i. If this is your first time submitting a request, complete the registration form using your **QM email address**.
  - ii. If you have an account already, click “[Login](#)”.
- 5) Once you have logged in, you will be presented with the Flexible Working Request Form. Complete the form in full.
- 6) Click “[Submit](#)”.
- Once submitted, your line Manager will be notified via email of the request. You will also receive an email confirming the request has been submitted.



The screenshot shows two pages from the application portal. The top page is titled "Create Account" and has a navigation bar with "HOME", "EXPERIENCED OPPORTUNITIES", "HELP CENTRE", "LOGIN", and "CREATE ACCOUNT". The "LOGIN" button is highlighted with a red box. Below the title, there are sections for "Already Registered" (with instructions to use the 'LOGIN' link) and "Not Registered" (with instructions to create a new account). The bottom page is titled "Application: Flexible Working Request" and has a navigation bar with "HOME", "INTERNAL OPPORTUNITIES", "HELP CENTRE", and "A HUSAIN". It features a "Progress Tracker" with a "Request Form" link, a "Print Application" button, and a link to the "Flexible Working Request Policy". A red warning message states: "Please note that if you have previously submitted a flexible working request via Oleeo then please get in touch with your HR Operations Admin Team before trying to submit this request." Below this are four input fields: "First Name" (with 'A' entered), "Last Name" (with 'Husain' entered), "QMUL Email Address", and "Employee ID". Each input field has a red asterisk and a help icon.

You should expect to have a meeting with your Line Manager to discuss your request.

Once a decision has been made by your Line Manager, you will receive an email to notify you of the outcome of your request. The status of the request will also change on your application portal on Oleeo.

- If the request is approved, you will receive the relevant confirmation paperwork from your HR Operations Team via email, as applicable.
- If the request is rejected, refer to our [Flexible Working policy](#) for further steps.

## Accessing your application and reviewing the status

In your application portal, you can review:

- The status of your request.
- Any communication (emails) sent to you via Oleeo.
- The details of the form that you have submitted.

### STEP

**Reviewing the status of your request**  
 If you have only ever made one application on Oleeo, the status of your request/application will be presented on your screen as soon as you log in.

If you have made more than one application on Oleeo, you will need to:

- 1) Log into your [application portal](#).
- 2) Click on your name on the top right of the screen.
- 3) Click on **“Review Status”** under the relevant **“Flexible Working Request”** heading.

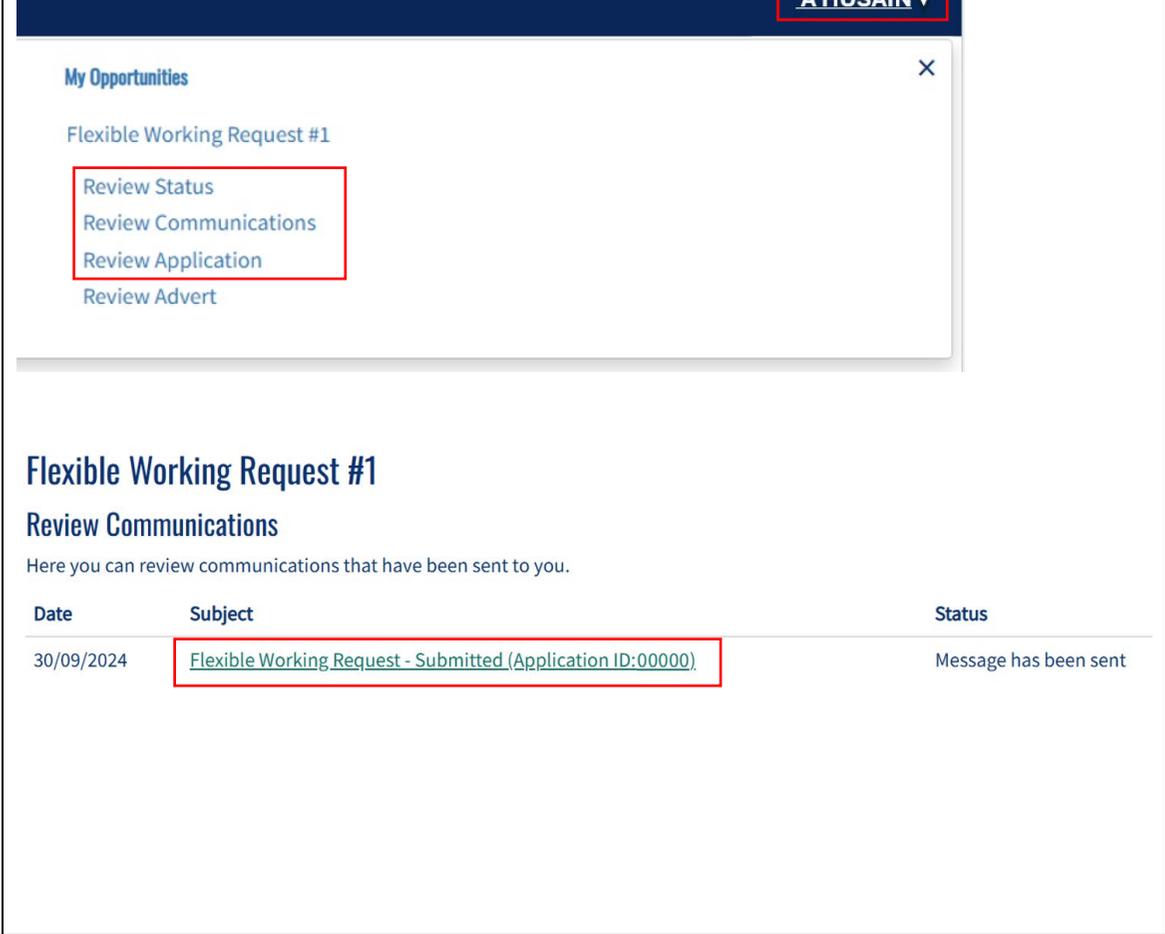
**Viewing communication**  
 After steps 1-2 above, click on **“Review Communications”** under the relevant **“Flexible Working Request”** heading.

You will be taken to a screen with all the emails sent to you in relation to the request.

Click on the communication you wish to view.

**Locating your submitted Flexible Working Request**  
 After steps 1-2 above, click on **“Review Application”** under the relevant **“Flexible Working Request”** heading.

### EXAMPLE



The screenshot shows a user profile 'A HUSAIN' at the top right. Below it is a 'My Opportunities' dropdown menu with the following options: 'Review Status', 'Review Communications', 'Review Application', and 'Review Advert'. The 'Review Status' option is highlighted with a red box.

Below the menu, the page title is 'Flexible Working Request #1' and the sub-section is 'Review Communications'. A message states: 'Here you can review communications that have been sent to you.'

Date	Subject	Status
30/09/2024	<a href="#">Flexible Working Request - Submitted (Application ID:00000)</a>	Message has been sent